

**When an EF participant becomes sanctioned, what do you do with the EF Program Case status?**

When you sanction an individual change his/her EF Program Case status to "Sanctioned" with the appropriate reason. You no longer place the EF Program Case in "Closed" status with a reason of "Sanctioned".

If only one parent in a two-parent household is sanctioned, change the sanctioned parent's EF Program Case status to "Sanctioned" with the appropriate reason. The other parent's EF Program Case should be placed in "Closed" status with a reason of "ADC Closed". Each parent's status and status history will then be correctly reflected on their EF Case History, making it and the Sanction Summary an accurate and effective case management tool.

The sanctioned individual can volunteer to participate in the activity previously agreed upon in their EF Self-sufficiency Contract or another mutually agreed upon activity in order to

demonstrate their willingness to participate and lift the sanction and are eligible to receive supportive services during this time while engaged in the assigned activity and as long as

their participation is according to EF policy, 468-000-309, page 3, Supportive Services During a Sanction. By placing the sanctioned individual's EF Program Case in a status of

"Sanctioned" rather than "Closed", it allows the case manager to issue supportive services without having to reopen the EF Program Case and then possibly having to place the

EF Program Case in "Sanctioned" status again if the individual fails or refuses to participate, thus causing the EF Case History to be inaccurate and confusing.

Please refer to the topic "Participating in EF to Lift a Sanction" under the category "Lifting Sanctions".

Please also refer to 468 NAC 2-020.03 Voluntary Participation and 468 NAC 2-020.09B1a(5) Action Following a Volunteer's Failure or Refusal to Participate.